

Appendix 7 **CONFIDENTIALITY**

FOPP believes the principles of confidentiality must be followed across all aspects of services and management. Those using the services, its staff and volunteers, members and others involved in FOPP deserve the right to confidentiality to protect their interests and safeguard FOPP's services and reputation.

1. **Confidentiality Statement** - All Volunteers, Staff, Board and Agents conducting business for FOPP are bound by this policy.
2. **Scope of the Policy** - FOPP understands confidentiality to mean that noones personal information will be given to any third party which is external to FOPP without the prior consent of the individual unless it would lead to the harm of others or themselves or compromise the security of the establishment.
3. **Expressed Informed Consent to give information** - this means that a person fully understands what information about them will be shared, with whom, and for what reason.
4. **Confidentiality of Service Users Details** - FOPP recognises that no breach of confidentiality should occur from what might be shared by service users. All Volunteers, Staff and Directors should ensure that no discussion relating to individual users of its services takes place.
5. **Media** - No information may be given to the press about FOPP except at the discretion of the Directors and then only with expressed consent and agreement by HMP Peterborough.
6. **Risk of Harm** - It may be necessary for volunteers to disclose information to a third party without permission, where there is reasonable evidence of a risk of:
 - harm to any child or any other person or the person who shared the information, if we did not do so.
 - the planning or commissioning of a criminal act, or in other cases where we are required to do so by law.
 - Anything that may compromise the security of the establishment.

7. **Confidentiality of volunteers' details** - Personal details of volunteers must not be revealed to third parties, without the agreement of the individual. Written personal details shall only be accessible to the Directors, apart from records of next of kin forms, which will be passed to the prisons' HR department.

Volunteers must take personal responsibility for ensuring that they reveal to their colleagues only those details that they wish to be known.

Only in exceptional circumstances, such as court or police requests, may volunteers' details be revealed to third parties at the discretion of the Directors. The volunteer involved shall be consulted and informed if appropriate.

References for employment, accommodation, or for any other purposes should only be given at the request of the individual volunteer.

8. **Records and Case Files**

All paper files concerning volunteers must be kept in a secure filing cabinet.

All records kept electronically are bound by similar confidentiality and are held on a secure prison base. All computers must be password protected and machines switched off when the office is closed.

All individuals have the right to request to see any files or records relating to themselves held by FOPP.

Volunteer Statement of Confidentiality

As a volunteer with Friends of Peterborough Prison, you are likely to have access to confidential information. Visitors may share details of their own and the Prisoner's lives

I understand that my voluntary role with FOPP may involve dealing with and hearing confidential information.

I agree that I will not divulge any confidential information to anybody unless authorised to do so. This authority would come from the person sharing the confidential information unless it would lead to the harm of others or themselves or compromise the security of the establishment. All Volunteers should ensure that no discussion relating to individual users of the service takes place.

I will give no statements to any outside agencies, including the press or social media, about anything concerning the prison, staff, visitors or volunteers.

Name: (Block Capitals)

Signature:

Date:

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Westwood
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